



RESPONSIBILITIES OF TABS-IN DUTY OFFICER

1. Arrive at the Club at least 30 minutes before tabs-in time.

The tabs-in times are:

- Wednesday and Saturday afternoons: Summer 13h45 and Winter 13h30.
- Thursday afternoons: 14h00.
- Sunday and Public Holidays – mornings: 09h00.

2. Flags.

- Ensure the flags are raised prior to the start of play (work days and Saturdays done by Servest) and taken down at the end of play.
- If there has been notification of a death of a Bowls Club member, ensure the Club's flag is at half-mast.

3. Check to see which greens are to be used.

- Check on the green notice board outside. See that the greens have been laid out accordingly.
- Refer any queries to the green keeper or a member of the greens staff.

4. Take any phone calls from members requesting their tabs be entered.

- The rule is that the club will accept telephonic tabs-in up to 10 minutes before tabs-in closes and these members must be present within 5 minutes of tabs-in time. However, every effort must be made to accommodate rather than exclude them.
- Obtain the member's tab from the board and make a note that the money is to be collected.

5. Do the draw.

- Once all the tabs are in, prepare games according to the various formats for the number of players.
- Ensure that you are seen to be impartial (for example, if there is a broken rink try to put yourself in it).
- Stronger players such as 1st and 2nd team players of both the men and ladies sections, should be integrated amongst all players so that developing players have the opportunity to play with more experienced and better bowlers. However, during Flag and Muter, selectors are permitted to try to put combinations together.
- No bounce games are permitted unless they have the approval of either the club Chairperson or the Vice-chairperson. Bounce games must be written up on the whiteboard outside the kitchen.



6. Balance the cash receipts.

- Complete a cash slip and balance the cash taking into account the number of members and visitors. The cash slip to be dated and show surname and signature of duty officer.
- The cash and slip to be placed in a plastic bank bag and posted in the drop safe. Should Gavin or Russell be available, give bank bag to either of them.

7. Additional duties.

- Establish who will be making the tea-break announcements.
- Remind them to check the duty Officer's diary for any notices.
- If required, ensure the micro phone is readily available at tea-time.
- At tea-time assist the person making the announcements or make them yourself. Do not forget to thank Una and Ellen for tea, and the barman for drinks.

8. On completion of the days play.

- Check that all tabs and the tabs-boards are back in their place.
- Check that the greens have been cleared, if not, politely ask members to assist.
- Ensure all flags are taken down and placed in the office.

9. Snowball.

- Snowball draws are adopted during the winter season.
- Snowball competitions consist of self-picked teams of three players, but no team should remain unchanged for more than 2 consecutive weeks – again to let members get to play with different players and with different levels of ability.
- The draw is based on matching teams of approximately equal abilities and skills.
- Green fees are collected on the rinks. It is currently R 25 for members and R 40 for visitors.
- The duty officer (currently Peter Pullen each week) is responsible for handling the cash, allocations towards the jackpot and to draw the snowball numbers.

As approved by the Bowls Committee (2018/2019)

Last updated on 22 November 2018.